

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

AIRPORTS OPERATIONS MANAGER

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Airports Operations Manager is the fifth level in a five level Airports Operations series. Incumbents are responsible for developing and implementing airport system operational policies, assisting in the coordination of construction projects, assisting in the preparation of airfield ordinances, and enforcing applicable Federal, State, and local rules and regulations governing airport use.

The Airports Operations Manager is distinguished from the Airports Airside/Landside Superintendent by its responsibility for managing and coordinating the day-to-day airside and landside operations of the airport.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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|----|---|--------------|
| 1. | Supervises staff in Airports operating divisions including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
10% |
| 2. | Manages the day-to-day operations and activities of all Airports operating divisions, including assisting in planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards. | Daily
30% |
| 3. | Plans, develops, manages, and implements complex airport related projects from inception through completion, including coordinating activities with contracted construction companies and project managers, reviewing and analyzing plans and specifications for compliance with applicable standards, scheduling construction, attending construction meetings, evaluating the work of construction companies, and performing other project management activities. | Daily
15% |
| 4. | Collaborates and confers with division and/or department management, intra-City and interagency committees, advisory groups, the general public, external agencies, contractors, and/or other interested parties to coordinate activities, discuss policies, review work, exchange information, and resolve problems. | Daily
10% |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
5.	Performs inspections of landside and airside airport properties to identify problematic areas requiring attention; initiates corrective measures to resolve problems associated with landside and airside airport properties.	Daily 5%
6.	Participates in/on a variety of meetings, Boards, commissions, and committees in order to receive and convey information associated with environmental assessments, FAA regulations, Federal and State laws, and/or other applicable issues associated with airport systems.	Weekly 5%
7.	Develops, administers, and monitors operating and capital improvement budgets for all Airports operating divisions; allocates resources and ensures proper expenditure control.	Monthly 5%
8.	May represent the Director of Aviation with private industry and applicable Federal, State, regional, special district, and County agencies regarding a variety of departmental issues.	Quarterly 5%
9.	Serves as a technical advisor to the Director of Aviation regarding airport airside and landside issues, commercial and general aviation issues.	Quarterly 5%
10.	Issues Notices to Airmen (NOTAMS), ensuring compliance with applicable FAA regulations.	Occasion- ally 5%
11.	Evaluates proposed ordinances and regulations, determining and communicating potential impact on operations.	Occasion- ally 5%
12.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in Public Administration, Business Administration, Airports Management, or a closely related field and three years of managerial experience in airport or building and construction operations are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Successful completion of a Federal Aviation Administration (FAA) 10 year employment history verification, which may include a criminal history records check

Knowledge (position requirements at entry):

Knowledge of:

- Management and supervisory principles and practices;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Budget administration principles and practices;
- Airport management and supervisory principles and practices;
- Project management principles and practices;
- Airport maintenance and operations principles;
- Airport development principles, practices and procedures;
- Airport safety principles and theories;
- Traffic control devices;
- Airport planning principles and theories;
- Modern methods and techniques utilized in the design and consultation of transportation projects.

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritize and assigning work; detail oriented and ability to multi-task*
- Training employees in proper work methods
- Developing and maintaining a continuous airport maintenance program
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Using computers and applicable software applications
- Developing and administering budgets
- Developing, implementing, and administering a comprehensive transportation program and associated standards
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises, and travel.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008